

**Poway Unified School District  
PERSONNEL COMMISSION**

**Regular Meeting Minutes  
August 3, 2020**

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**1. PRELIMINARY FUNCTIONS**

**a. Call to Order**

The regular meeting of the Personnel Commission was called to order at 4:47 p.m., Monday, August 3, 2020 in the Community Room by Commissioner Margaret Wyatt.

**b. Salute to Flag**

**c. Roll Call/Establishment of a Quorum**

Margaret Wyatt, Chair	<input checked="" type="checkbox"/>	present	<input type="checkbox"/>	absent
David Little, Vice Chair	<input checked="" type="checkbox"/>	present	<input type="checkbox"/>	absent
Hans Sison	<input checked="" type="checkbox"/>	present	<input type="checkbox"/>	absent

**d. Welcome to the Public**

**e. Approval of Agenda**

It was moved (Little), seconded (Sison), and carried (3-0) to approve today's agenda for the August 3, 2020 Personnel Commission Regular meeting.

Vote: Ayes – Wyatt and Little and Sison; Nays - None

**f. Approval of Minutes** of the July 6, 2020, previous Personnel Commission Regular meeting. It was moved (Little), seconded (Sison), and carried (3-0) to approve the minutes for the July 6, 2020, Personnel Commission meeting.

Vote: Ayes – Wyatt and Little and Sison; Nays – None

**2. PUBLIC COMMENTS**

- “How will the virtual learning academy affect the employment of classified positions such as campus security and the instructional aides? Will sites or the district make adjustments to their responsibilities? Also, for positions that are currently open, will personnel work off of expired rankings to create interview eligibility lists or begin testing again?”

Director Lyche responded he would share information about this in the Director's Report of this meeting.

- “Why is the Canvas Conferences not being supported? This is a critical support feature for all teachers. We desperately need this secure link to our students.”

Director Lyche responded, stating that this question pertains to Certificated staff and is not handled by the Personnel Commission which deals with Classified employee matters. He indicated that he would pass this question on to Personnel Support Services.

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**3. INFORMATION ITEMS AND REPORTS**

**a. Commissioners**

No items to report.

**b. Director**

Director Lyche shared that the Personnel Commission staff continues to hire. Also, the Personnel Commission Director and Analysts have completed five classification reviews and will have the final recommendations at the August 31<sup>st</sup> Personnel Commission meeting. Director Lyche then introduced Vance Jacobson, who has provided guidance and support for the reclassification process. Mr. Jacobson indicated that he and the Personnel Commission staff are introducing state of the art techniques with advanced and accurate methods for placing the right people into the appropriate job classifications.

**c. District**

Brian Morris, Director of Human Resources, expressed appreciation for the valuable work of the Personnel Commission staff who have been extremely responsive and flexible. He noted that the work is going very smoothly and that PSS really appreciates their work.

**d. Employee Association**

Tania Rowe, Professional Learning Coordinator with PSEA, shared that PUSD lost a beloved team member, known by many in the district, who passed away due to Covid-19. Information will be shared later via email with information about the GoFundMe page for his family.

**e. Staff**

Angela Voggenthaler, Human Resources Assistant with the Personnel Commission, summarized the revised and more rapid online procedures that have been implemented for the candidate onboarding processes, which have eliminated the need for candidates to come in to the District Office. Due to these changes, the PC staff has been able to implement and facilitate a very efficient and applicant-friendly hiring process.

**f. Operating Budget Report** - No items to report.

**g. Position Status Report** - No items to report.

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**4. CONSENT AGENDA**

It was moved (Little), seconded (Sison), and carried (2-0) to approve the Consent Agenda for the August 3, 2020, Personnel Commission meeting.

Roll Call Vote: Ayes –Little and Sison; Recused: - Wyatt

**a. Ratification of Eligibility Lists (PC 50.100.1(A)):**

1. LAN Administrator
2. Senior Business Systems Analyst
3. Counseling Assistant-Middle School
4. Office Assistant II
5. Administrative Assistant I
6. Vehicle Maintenance Supervisor
7. Instructional Assistant - Vocational Education Parent Program
8. Accounting Assistant II
9. Parent Liaison
10. Program Aide-ESS

**b. Ratification of Removal of Names from Eligibility Lists (PC 50.100.6)**

**5. ACTION ITEMS**

**a. Revision to Classification Description - Education Program Specialist**

It was moved (Little), seconded (Sison), and carried (3-0) to approve the Revision to the classification description, for Education Program Specialist.

Roll Call Vote: Ayes – Little and Wyatt and Sison, Nays – none

**b. Establishment of Classification - Purchasing Supervisor**

It was moved (Little), seconded (Sison), and carried (3-0) to approve Establishment of the classification, for Purchasing Supervisor.

Roll Call Vote: Ayes – Little and Wyatt and Sison, Nays – none

**6. FUTURE MEETINGS**

Next regular Personnel Commission Meeting in the District Office (4:45 p.m.)

- Monday August 31, 2020
- Monday October 5, 2020
- Monday, November 2, 2020

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**7. CLOSED SESSION**

a. Personnel Commission Director's Performance

The meeting adjourned to closed session at 5:19 p.m.

During closed session, there were no reportable items.

Closed Session adjourned and Open Session resumed at 5:26 p.m.

**8. ADJOURNMENT**

The meeting adjourned at 5:27 p.m.